



## **Job Posting**

**Position Title:** General Manager – Indian Business Corporation

**Reports To:** Executive Chairman and Board of Directors

**Office Location:** Calgary, Alberta

### **Position Summary:**

Indian Business Corporation (“IBC”) is a First Nations-owned lending organization that provides financing and support to First Nations entrepreneurs within the territory of Treaties 6, 7 and 8. Our vision is that every viable First Nations business in our jurisdiction has access to capital that they need to launch, maintain and grow their enterprise, and in doing so, improve the social and economic circumstances of the individuals, families and communities involved. IBC manages a \$14 million portfolio with a staff of three part-time and two full-time employees.

Reporting to the Executive Chairman and Board of Directors, the General Manager (GM) is responsible for leadership in the development and execution of the IBC Strategic Plan and to ensure the health, productivity, and sustainability of the company.

### **Specific Accountabilities:**

**Leadership:** Provides leadership in the development and execution of corporate goals and objectives in accordance with IBC’s Strategic Plan, Code of Conduct, Privacy and Human Resources Policies, Lending Policy, and Operations Procedures. Sets the tone, culture, and vision for the company.

**Corporate Relations:** Maintain and enhance IBC’s reputation and standing with key stakeholders. May include but not limited to: First Nations of Alberta, the Governments of Canada and Alberta, prospective funding partners, lending partners and the National Aboriginal Capital Corporation Association (NACCA). Must be comfortable and experienced in building relationships in a variety of environments ranging from First Nations reserve communities to corporate boardrooms.

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**Client Service:** Manages positive business relationships with existing or prospective clients and ensures an exceptional level of service coupled with a sound understanding of the challenges faced by First Nations in developing and operating a business. Grows IBC's client base.

**Financial Management:** Manages the loan portfolio, reviews, and approves loans and monitors the status of existing accounts. Ensures that robust financial control and reporting processes are in place. Maximizes the sustainability and profitability of the corporation while maintaining IBC's role as a developmental lender ensuring all loan files and fully documented and current.

**Human Resources:** Provides leadership, motivation, and direction to IBC staff; establishes employee engagement, goals, manages performance expectations and supports employee development.

### **Working Conditions:**

This is a full-time permanent position is based in Calgary, Alberta. Travel by car to, and from client locations is expected; these will include outdoor inspections in rural settings. Other out-of-town travel by car or plane may be occasionally required. When working on IBC's premises, the CEO is provided with a comfortable office with all necessary equipment needed to meet with individuals and perform other office-related duties. Minimum Commerce Degree with 5 years related experience.

### **Compensation**

Salary to be commensurate based on education, lived experience.

### **Term**

This is a 3-year contract with a 1-year probationary period.

### **Required Skills & Background:**

- Understanding of First Nations' culture, language, and systems of governance. Speaking of an Indigenous language would be considered an asset.
  - Knowledge of the evaluation process for security
  - Knowledge of lending procedures and processes
  - Ability to read and understand financial statements.
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- Honesty and integrity
- Capacity to assess the credit worthiness of a business.
- Ability to organize and document with attention to accuracy and detail.
- Ability to problem-solve, work independently, and resolve conflicts that might arise.
- Taking initiative and communicating in a professional and business-like manner
- Familiar with Microsoft Office (preferably Microsoft Office 7): Outlook, Word, Excel, as well as the ability to learn IBC-related computer programs.
- In possession of a valid driver's license
- A minimum 7 years' financial business and management experience

**Contact:**

Interested applicants may submit cover letter, resume, education documents and references via email to: [romeo@indianbc.ca](mailto:romeo@indianbc.ca)

**Deadline:**

June 7, 2024

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